

Appendix A

Public Involvement Preparation Checklist



ADOT
APPENDIX A
CHECKLIST

PUBLIC INVOLVEMENT PREPARATION

Date Accomplished		By Whom:	
		ADOT	Consultant
<input type="text"/>	Hold a team preparation meeting ₁	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Define the issues to be presented	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Determine appropriate time, location, date ₂	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Visit meeting location ₃	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Complete facility contract as required ₃	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Based on location visit, determine needs such as room set up, screen, PA system, chairs, etc	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Obtain proof of insurance ₄	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Obtain facility contact name and number (to bring to meeting)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Prepare mailing list	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Prepare public notices (ads, media announcements, flyers, posters, etc) ₅	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	EEG review and approval of public notices	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Send out internal ADOT distribution memo ₆	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Submit notice to newspaper as necessary ₇	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Distribute DEA/DEIS (hearing only) ₈	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Prepare visuals/presentations (board displays, PowerPoint presentations) ₉	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Prepare agenda, handouts, nametags, etc ₉	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Arrange for court reporter (required for hearings) ₁₀	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Arrange for interpreter or special accommodations as necessary ₁₀	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	After meeting, prepare meeting summary	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	Respond to/distribute comments received as appropriate	<input type="checkbox"/>	<input type="checkbox"/>

1-10 See tab with corresponding number for further information and/or examples